

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 February 1974

PERSONNEL

11 January 1973

AGENCY VACANCY NOTICE SYSTEM

1. This notice announces the implementation of an Agency-wide vacancy notice system.
2. Announcement of existing or anticipated vacancies throughout the Agency is intended to promote optimum use of existing manpower resources and to make information about assignment opportunities available to as many employees as possible.
3. Effective planning for personnel development will often result in the selection of specific assignments for personnel to provide growth opportunities, desirable experience, etc. Many positions, however, can be filled by personnel from other offices and directorates as well as from the component with the vacancy. In such cases, vacancy notices will be issued to stimulate applications from which the best selection can be made.
4. Vacancy notices will normally be given Agency-wide distribution (classified as necessary), but unique positions involving special training, exceptional qualifications or sensitivity may be restricted to specified offices or directorates. In those instances of limited distribution, the vacancy notice will be prepared by the component in which the vacancy exists. An information copy of the vacancy notice will be provided to the Office of Personnel, Staff Personnel Division. Representatives of the Staff Personnel Division are available when needed to assist in the preparation of these vacancy notices.
5. Agency-wide vacancy notices will be prepared by the Staff Personnel Division in coordination with the office in which the vacancy exists. The Staff Personnel Division will disseminate copies of the Agency-wide vacancy notice to all component personnel or support offices of the Agency where they will be available for review by any interested employee.

6. Applications for consideration against an Agency-wide vacancy notice will be submitted in writing through supervisory channels to the Staff Personnel Division. Supervisors are encouraged to counsel applicants with respect to their qualifications for the particular position for which they wish to apply.

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INSTRUCTIONS
FOR
APPLYING

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7. The Staff Personnel Division will serve as a focal point for receipt and forwarding of applications and will inform the holders of vacancy notice books when advertised positions are filled so that records may be kept current. Applications for clerical vacancies will be forwarded directly to the advertising component.

8. Applicants will be individually informed of the action taken on their applications.

9. Vacancy notices will be issued before resorting to external recruitment except for positions involving technical qualifications known to be unavailable within the Agency. This does not preclude the simultaneous issuance of a recruitment request, but internal applicants will be considered before a final decision is made to accept an external application.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

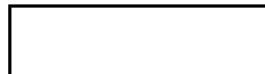
JOHN W. COFFEY
Deputy Director
for Support

DISTRIBUTION: ALL EMPLOYEES

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- f. REASSIGNMENT. It is in the interest of the Agency and employees that assignments be made to positions where employees can develop and apply their abilities to the maximum and obtain satisfaction through the achievement of Agency and personal objectives.
- (1) The Director of Personnel publishes vacancy notices to advertise the qualification requirements of positions for which the Heads of Career Services wish to solicit candidates. Interested employees with the requisite qualifications are encouraged to submit applications for vacancies through appropriate component channels.
 - (2) Employees seeking reassignment within their Career Service should make this interest known to the Career Counselors or component Personnel Officer. The Heads of Career Services will ensure that such requests for reassignment receive full consideration and that reassignments in the employees' interest are arranged whenever practicable in terms of the requirements of the service.
 - (3) Operating Officials will expedite reassignments which have been determined desirable by the Career Service(s) concerned.
 - (4) The Director of Personnel will coordinate reassignments between Career Services when appropriate. The reassignment of an individual from one Career Service to another is made on the basis of the requirements of the Career Services involved and the career goals of the individual concerned. Reassignments of employees from one Career Service to another are accomplished only after consultation and agreement with the individuals and the Heads of the Career Services concerned or their designees.

—Revised: 10 November 1977 (1052)

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SECTION I: GENERAL

1. PERSONNEL ADMINISTRATION

SYNOPSIS. This regulation describes the policies, responsibilities, and objectives of the personnel management system of the Agency.

a. GENERAL. It is Agency policy to have a personnel management system that is responsive to the changing needs of the Agency and the intelligence profession. Within the personnel management system, the following principles will be applied:

- (1) Adherence to Federal personnel policies and statutory requirements applicable to Agency activities.
- (2) Equitable treatment of Agency personnel.
- (3) Open and full communications in the conduct of the Agency's personnel business.
- (4) Effective and economical use of manpower resources, through systematic personnel planning, goal setting, and integration of personnel, position, and financial management.
- (5) Maximum personnel usage and development consistent with Agency requirements.
- (6) Advancement of the most talented employees.
- (7) Separation of those who are either inadequate in performance or, as circumstances require, are in excess to the needs of the Agency.

The personnel system will be designed and administered in a way that will provide flexibility in meeting component needs while ensuring full consideration of the Agency's mission and objectives.

b. PERSONNEL RESPONSIBILITIES. Personnel management is an integral part of overall management and a primary responsibility of all individuals who plan, direct, or supervise the work of Agency employees. The Director of Central Intelligence has the ultimate responsibility for personnel management within the Agency. Much of the authority given to the Director regarding personnel matters has been delegated to the extent compatible with the provisions of law and in accordance with the regulations as follows:

- (1) The DDCI, assisted by the CIA Executive Committee, will review the operation of the personnel system in the directorates and independent offices and consider proposals concerning new objectives, programs, and recommendations for action to the Director.
- (2) The Director of Personnel is responsible for the formulation of Agency personnel management goals, policies, and programs. This official provides leadership for improving the effectiveness and flexibility of personnel management and assuring its consistency among the various Career Services of the Agency while at the same time giving due regard to their differing needs.
- (3) The Director's designated representative and each of the Deputy Directors are Heads of their respective Career Services and are responsible for the application and functioning of the Agency's personnel program as it applies to employees under their career jurisdiction. They will exercise the following specific career service responsibilities:
 - (a) Develop and disseminate uniform promotion criteria.
 - (b) Establish an appropriate Career Service panel structure and procedure to conduct, at least annually, the comparative evaluation of all personnel.
 - (c) Provide the evaluation panels with uniform ranking criteria that will identify employees with the highest and least potential and those in between. Normally, those having the lowest rankings will have this fact made known to them.

—Revised: 4 April 1979 (1194)

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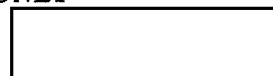
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- (d) Review periodically the evaluation activities and results.
- (e) Establish Career Service personnel objectives in connection with personnel management evaluation systems such as Annual Personnel Plan (APP) and Personnel Development Program (PDP).
- (f) Establish at the directorate level a program and criteria for the career management of supergrade personnel. The program will include a system to review annually supergrade personnel in personal rank assignments and to effect corrective action when needed.
- (g) Establish a Secretarial Panel at the Career Service level for the administration of secretarial personnel in grades GS-08 and above.
- (h) Create a Career Service-wide counseling program which provides:
- (1) Counseling for employees whenever it is recommended in the course of an evaluation process.
 - (2) A visible counseling service where employees may go on their own initiative for career guidance and job assistance.
- (i) Organize Career Sub-Groups below the directorate level as they are deemed appropriate to implement the personnel policies and programs of the Career Service. These Career Sub-Groups may be organized on either a grade, function, or program basis.
- (j) Establish Career Service standards for selecting candidates to attend senior schools or courses.
- (k) Establish Career Service policy and standards for approving external full-time and part-time training.
- (l) Not used.
- (m) Establish minimum training standards for managerial positions and occupational disciplines when training is considered significant for job performance and employee development.
- (n) Establish policy to facilitate inter-Career Service transfers and rotational tours.
- (o) Establish policy guidance and procedures for recommending Honor and Merit Awards.
- (p) Develop procedures for handling surplus employees to include appropriate counseling, retraining or reassignment, and notification of their surplus status.
- (q) Establish a uniform grievance procedure for the Career Service.
- (4) The Head of each Career Service will establish a Senior Personnel Resources Board to advise on personnel matters. It will assist in formulating, managing, and evaluating personnel programs and activities in the Career Service. The board will be composed of the Deputy Director, three or more operating officials or staff officials of comparable responsibility, and a nonvoting senior personnel advisor, who will provide technical advice and assistance to the board.
- (5) Supervisory officials are primarily responsible for the day-to-day functioning of the Agency's personnel program and provide the essential communications link with the individual employee.
- c. **PERSONNEL OBJECTIVES.** The recognition of common objectives gives meaning and direction to the Agency's personnel program, provides a basis of judgment for setting policies and areas of emphasis, and serves as a coordinating force to the Agency's personnel activities. The following are basic objectives:
- (1) To recruit within the full meaning of equal employment opportunity policies the best qualified individuals who have demonstrated ability or potential for development to serve present and future personnel requirements.

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- (2) To maintain standards of conduct which expect employees to work to their full ability, to maintain a spirit of cooperativeness in their work, to be willing to serve the Agency's needs wherever and whenever required, and to adhere to exemplary standards of behavior in their private and official lives.
- (3) To provide employees with:
 - (a) Opportunities for making the best use of their training and experience.
 - (b) Avenues for employment and advancement on the basis of ability and performance.
 - (c) Equal pay for substantially equal work within prevailing pay systems.
 - (d) An environment in which individual employees receive opportunities and job satisfaction commensurate with their individual skills, abilities, and contributions.
- (4) To operate an Agency-wide evaluation program for determining those employees with the most and least potential and to identify those employees who fail to meet current work requirements or suitability standards and to separate equitably those whose continued employment is not in the national interest.
- (5) To foster close and open communications between Agency officials and employees.

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PROMOTION

21. PROMOTION

- SYNOPSIS. This regulation sets forth policy and responsibilities governing promotion of General Schedule Agency personnel, excluding supergrades. Also provided is a list of annual and semiannual dates established for promotions to GS-07 and above.
- a. GENERAL. The provisions of this regulation apply to the promotion of personnel to grades up to and including GS-15. They do not apply to the promotion of employees to grades GS-16, 17, and 18 covered in [] to the promotion of employees who occupy positions compensated in accordance with Wage Classification Schedules; or to specially qualified scientific personnel who are covered by []
- b. POLICY
- (1) The comparative evaluation of all personnel must be accomplished by the Heads of Career Services at least annually and will be done through the mechanism of Career Boards and, as appropriate, Career Panels.
 - (2) All Career Services will use an evaluation panel system to determine promotion eligibility.
 - (3) Panel recommendations and promotion rankings made by an evaluation panel may be changed only by the Director of Central Intelligence.
 - (4) Agency-wide uniform schedules are established for the promotion to grade GS-07 and above and provide for annual or semiannual promotion evaluation exercises at the option of the Career Service. Employees GS-05 and below may be evaluated for the purpose of promotion at any time that Heads of Career Services consider it appropriate, but at least annually. As the assessment function is important for such personnel, use of comparative evaluation is required.
 - (5) Promotion is based on merit. Eligibility for all promotion is based on the specific assessment that the employee is qualified to undertake higher level responsibilities. The primary assessment mechanism employed is that of comparative evaluation of employees in a particular grade and/or function. The elements to be considered in making assessments concerning ability to perform at higher levels of responsibility are: qualification for such responsibilities, performance in duties providing insight relating to advancement potential, performance in tasks that may be already at a higher level of responsibility than present grade, display of personal qualities that would support at least proficient performance at a higher level, and an overall evaluation of ability to perform at a higher level of responsibility either in the same function or a different function which might include supervisory or staff responsibilities.
 - (6) Each Career Service comprises the area for promotion for members of that service. The Head of a Career Service may establish separate areas of competition within that service when necessary because of differences in occupation or functional lines of work.
 - (7) Personnel serving on assignment outside their own component or outside the Agency must receive equal consideration for promotion with personnel not so assigned.
 - (8) Promotions are limited to one grade advancements. Exceptions to this policy will be made only when the Director of Personnel determines, upon recommendation of the Head of the Career Service concerned, that exception is justified.
 - (9) The bases for promotion of employees from the list of those eligible are: comparative ranking, the number of employees who may be promoted within grade ceiling constraints, and the specific comparison of qualified individuals against positions to be filled. Time-in-grade is a guideline but is not a rigid requirement.

—Revised: 14 May 1979 (1208)

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- (10) Those employees who give indication that they will be exceptional performers at higher levels of responsibility should not be constrained by time-in-grade guidelines if they are otherwise qualified for advancement.
- (11) The regulation pertaining to personal rank assignment [] will be observed.
- (12) The Director of Personnel will not process recommendations for promotion of employees without a current Fitness Report prepared in accordance with the schedule in [] approved exceptions to the schedule, or a more recent report prepared in response to other requirements.
- (13) Promotion recommendations will not be made on Fitness Reports.
- (14) Career Services will retain for at least five years the records of any evaluating body of the basis for its ranking of individuals within a group being evaluated in conformity with the provisions of paragraph b(1).
- (15) Career Services are responsible for publishing in their personnel handbooks the details of the way in which evaluation procedures incorporate the elements specified in paragraph b(5). The Director of Personnel will review such procedures to assure that they conform to Agency regulations and policies.

c. RESPONSIBILITIES

- (1) **SUPERVISORS.** Supervisors at all levels are responsible for providing Boards/Panels with performance appraisals in furtherance of the comparative ranking activity. Supervisors may, if authorized by the Career Service, make promotion recommendations to such boards or panels in accordance with the procedures of the Career Service.
- (2) **HEADS OF CAREER SERVICES.** Each Head of Career Service is responsible for:
- (a) Developing and disseminating uniform promotion criteria in accordance with [] and arranging for periodic revalidation of these criteria.
 - (b) Establishing appropriate Career Boards and Career Panels and providing them with uniform criteria for ranking in accordance with []
 - (c) Ensuring that the principle of comparative evaluation is followed as established by regulation and where extended by Career Service policies.
 - (d) Determining competitive areas in the Career Service.
 - (e) Forwarding the promotion recommendations to the Director of Personnel in accordance with the provisions of this regulation.
- (3) **DIRECTOR OF PERSONNEL.** The Director of Personnel is responsible for:
- (a) Ensuring compliance with this regulation by continuous review of the Agency's comparative evaluation and promotion program.
 - (b) Reviewing all promotion requests and approving promotion actions that conform to the provisions of Agency regulations.

d. UNIFORM PROMOTION SCHEDULE. Career Services have the option to promote employees on either an annual or semiannual schedule in accordance with the grade and date structure listed below:

PROMOTION TO THE NEXT GRADE
(Effective First Pay Period in Month)

<u>Current Grade</u>	<u>Annual Option</u>	<u>Semiannual Option</u>
GS-15 and above	July	January
GS-14	September	March
GS-13	November	May

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PROMOTION TO THE NEXT GRADE
(Effective First Pay Period in Month)

<u>Current Grade</u>	<u>Annual Option</u>	<u>Semiannual Option</u>
GS-12	December	June
GS-11	January	July
GS-10	February	August
GS-09	February	August
GS-08	May	November
GS-07	May	November
GS-06	June	December

L GS-05 and below

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